



GROUNDKEEPER (CORRECTIONAL FACILITY)
Final Filing Date: May 4, 2009

OPEN – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SPOT EXAMINATION FOR:

CALIFORNIA REHABILITATION CENTER  
CALIFORNIA INSTITUTION FOR MEN  
CALIFORNIA INSTITUTION FOR WOMEN  
HEMAN G. STARK YOUTH CORRECTIONAL FACILITY

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **JANUARY – DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Application may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail with: or In person with:

CALIFORNIA REHABILITATION CENTER  
ATTN: DELEGATED TESTING OFFICE  
P.O. BOX 1841  
NORCO, CA 92860

CALIFORNIA REHABILITATION CENTER  
FIFTH STREET & WESTERN AVENUE  
NORCO, CA 92860  
MODULAR A - PERSONNEL

If you are personally delivering your application, you must do so between the hours of **7:30 a.m.** and **4:30 p.m.** Monday through Friday, on or before the final filing date to the same street address as listed above.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**NOTE:** Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **May 4, 2009**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **June / July 2009**.

SALARY RANGE(S) **As of: March 24, 2009**  
**\$2,929 – 3,338 Per Month**

MINIMUM QUALIFICATIONS **Either I**  
Six months of experience in the California state service performing the duties of a Service Assistant (Grounds and Maintenance).

**Or II**  
One year of experience in flower gardening and general grounds maintenance work.

**Or III**  
Successful completion of a formal vocational training program in flower gardening and general grounds maintenance work such as those operated under the Manpower Development Training Act, the Work Incentive Program, or similar programs operated by State, Federal, or local agencies through school districts.

**Or IV**  
**Education:** Completion of a two-year curriculum in ornamental horticulture or landscape work at the junior college or college level. (Persons registered in the last year of the required curriculum will be admitted to the examination, but must produce evidence of completion of the required education before eligible for appointment.)

**Special Personal Characteristics:** Willingness and ability to do general manual labor.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:**  
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

- Proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns and flowers
- Gardening materials, tools, and equipment, and their use and care
- Approved methods and materials used in controlling and eradicating common plant diseases and insect pests

**B. Skill in:**

- Performing miscellaneous gardening and grounds maintenance work

**C. Ability to:**

- Communicate effectively
- Recognize the more common plant diseases and insect pests and approved methods and materials used in controlling and eradicating them
- Recognize the more common species of ornamental shrubs, trees, and flowers grown in California
- Follow oral and written directions
- Direct the work of inmate helpers

ELIGIBLE LIST  
INFORMATION

The resulting eligible list will be established to fill vacancies for the locations listed above. The list will be abolished **24** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Groundskeeper (Correctional Facility)**, under supervision in a State correctional facility in the Department of Corrections and Rehabilitation, does gardening and general grounds maintenance work; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and properties; may instruct, lead, or supervise inmates; and does other related work.

Position(s) exist with the institution(s) listed above with the Department of Corrections and Rehabilitation.

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/  
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Delegated Testing Office at (951) 273-2355 three weeks after the final filing date if he/she has not received his/her progress notice.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**Applications are available** at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

GENERAL INFORMATION  
 (Continued)

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
 California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS